

**State Tax Commission March 25, 2015 Tip**

**Topic: Personal Property Examiner Continuing Education Requirements & Renewal Fee**



Dear STaCy,

I can't remember what I have to do to renew my Personal Property Examiner (PPE) certificate and I know the deadline for the renewal period is this year. Can you tell me what I need to do to renew my PPE certificate?

Thank you,  
Paul Price Eximer

Dear Mr. Eximer,

Your current PPE certificate expires on December 31, 2015. The PPE *Program Summary* is available on the State Tax Commission's website ([www.michigan.gov/statetaxcommission](http://www.michigan.gov/statetaxcommission)). This document provides detailed information regarding requirements to renew.

To summarize, all PPE certificate holders must successfully complete an STC online PPE quiz to fulfill their continuing education requirement **no later than October 31, 2015**. The study material and quiz are available on the Michigan Assessor's Association website ([www.maa-usa.org](http://www.maa-usa.org)). If the quiz is not successfully completed by October 31, 2015, your PPE certificate will expire and you will be required to retake the STC Personal Property Examination.

In early November 2015, a letter and PPE Renewal Application will be sent to all PPE certificate holders that have successfully completed the online PPE continuing education quiz by the October 31, 2015 deadline. The renewal fee for the next three year cycle is \$150 and runs from January 1, 2016 through December 31, 2018. The PPE application **and** renewal fee must be received by the STC **no later than December 31, 2015 (postmarked is acceptable)**. **Please Note; the original Application for Renewal of Personal Property Examiner Certificate (from the STC) MUST be returned with your renewal fee. Copies of the application are not acceptable. Applications submitted without payment are not considered received and will be returned unprocessed. We caution PPE holders that their certification will expire if both the application and renewal fee are not received by the deadline.**

Finally, if you still have questions regarding your PPE renewal, please contact Barb Duncanson at [duncansonb@michigan.gov](mailto:duncansonb@michigan.gov).

Sincerely,  
STaCy